IMPORTANT ANNOUCEMENT for all Vendors doing business with the City of Nanaimo

The City of Nanaimo is moving to a new Enterprise Resource Planning (ERP) software. The below list of requirements must be followed:

Invoice Requirements

Must be billed to the **City of Nanaimo**

Must be invoiced from the legal name of your company

Must include your full address and contact information

Must have a unique invoice number

Must have an invoice date that is on or after delivery of the goods or services

Must include the invoice due date (standard terms are Net 30 days)

Must clearly identify GST (including GST number) and PST if applicable

Must include one of the following: Purchase Order, Contract Number or Cost Object (Cost Center 4 digits; Internal Order 5 digits; Project number P-####-##-##-###)

Must include the city representative who placed the order

Clearly identify final invoice, when applicable

Invoice Submission

Must email **all** invoices directly to the Finance Division mailbox: **Finance.Division@nanaimo.ca**

- Do not send or drop off the invoice to the City Department

To email your invoice, save each invoice and any attachments as a single PDF file

- Only PDF files are accepted. All other file types are deleted
- Only one invoice per PDF file (including attachments)
- Have multiple invoices? Attach multiple PDF files to your email

Questions?

Invoice questions - Contact Accounting Services: Finance.Division@nanaimo.ca

Purchase order or contract questions - Contact Procurement: Procurement@nanaimo.ca

New or updated insurance documents: insurance@nanaimo.ca